

October 17, 2012

The Board of Commissioners held its regular meeting October 17, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of September 19, 2012**
- 4. Public Comment/Resident Concerns**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. Bid Award and Approval**
 - Pest Control – Bed Bug Management Contract for Services**
- 8. Resolution – Section 8 Payment Standards for 2013**
- 9. Executive Session:** A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:
 - Personnel**
- 10. Discussion and Possible Approval of Employment Contract for**

Executive Director.

11. Adjournment

The meeting was called to order at 5:35pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

| Present | Absent |
|--|-------------------------------------|
| Cornelius Flynn, Chairman | Julio Castillo, Commissioner |
| Lucia DaGamma-Therriault, Vice Chairperson | |
| Gladys Burns, Commissioner | |
| Paul Charette, Commissioner | |
| Ray Marcaccio, Attorney | |
| Tina Sullivan, Executive Director | |
| Paula Llera-Delgado, Administrative Assistant | |

Others in attendance

Viana DeCastro, Section 8 Manager
Bill Aunchman, Maintenance Supervisor

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the minutes of 9/19/2012.

There being no questions or concerns a motion was made by Commissioner Burns to approve the meeting minutes of 9/19/2012, the motion was seconded by Commissioner Charette and carried by all present.

Public Comment/Resident Concerns

Chairman Flynn welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Flynn asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Flynn moved to the next topic on the agenda.

Executive Summary

Executive Director Sullivan announced the Authority was recognized for its consistent positive performance in achieving a low loss ratio in general liability claims, and HAI awarded the CFHA a check in the amount of \$10,509.67.

Public Housing: Security concerns at the housing with vehicles being broken into or stolen, the local police has been hired for 2 nights a week. The department has been busy working on their goals and objectives; new, updated move in packets, resident file checks for an upcoming private audit, applying the NCIS process, HTVN and other

trainings

Bed Bugs – One case of bed bugs in both building, and is currently being treated.

Executive Director Sullivan informed the board that the FSS Grant was awarded to CFHA in the amount of \$63,456. The HUD Security Grant was announced and the CFHA is in the process of requesting additional funds to assist in paying for security system, cameras and exterior lighting.

Section 8 Department: A landlord outreach meeting was held on October 24th. The Section 8 Department is currently working on SEMAP reporting and inspections, the deadline is October 31, 2012.

Executive Director Sullivan made the board aware of upcoming conferences which were noted in the Executive Summary.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Vice Chairperson, DaGamma-Therriault to accept the Executive Summary, seconded by Commissioner Charette and passed by all present.

Consent Agenda

Executive Director Sullivan briefly explained each monthly report by department. All departments are operating smoothly, only a few issues to bring before the board.

Maintenance Modernization:

Cyclical Painting Project: There is an annual plan in which the maintenance staff will be painting those apartments. They will be painting one apartment per month at each Development. Thus far, we are finding that many tenants who were asked if they want the painting are waiving the procedure.

Telephone Door Entry System/Security System: The FOB system/software is very slow in the computer system for activation. Allstate Lock, Inc. and our IT consultant are presently working to fix this issue.

Executive Director explained the projects that are in process with Capitol Funds:

Wilfrid Manor

Trash Chutes: Murphy Specialty began the Trash Chute/Compactor project. All trash chute doors have been replaced and the new

compactors installed.

New Doors: Lizotte Glass has been contracted to replace/repair Door and Door Frames in the (1) boiler room entry door, (1) roof door, and (2) emergency doors.

Forand Manor

Trash Compactors: Murphy Specialty began the Trash Chute/Compactor project. All trash chute doors have been replaced and the new compactors installed.

Tub and wall surrounds - replacements will be in all units on October 12, 2012. The (21) previous tub conversions will be upgraded with shower surrounds.

New Doors: Lizotte Glass has been contracted to replace/repair Door and Door Frames Project consisting of replacement of (1) maintenance entrance door, (2) emergency doors, (2) entry doors and repairs to (6) handicap accessible entrance doors.

Circulator Pump Replacement: A Pre-Bid Conference will be held on October 12, 2012 and a Bid Close on October 26, 2012.

Executive Director explained that RISE has conducted an exhaust fan test in each unit to determine if the building is eligible for a current

rebate to replace all exhaust fans.

DaneTech has signed a contract on 10/9/12 to replace all door locks. Installation should begin late December 2012. This project is being funded by the 2011 HUD Emergency Grant.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve. Commissioner Charette made a motion to accept the consent agenda, seconded by Vice Chairperson, DaGamma-Therriault and passed by all.

Bid Award and Approval: Pest Control – Bed Bug management Contract Services

The Executive Director provided the Board with information regarding the bid for Pest Control/Bed Bug Services. Executive Director Sullivan suggested to go with the lowest bidder A&D Pest Control, the company currently services CFHA, and is highly recommended based on past and current experience.

After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions

Chairman Flynn asked for a motion to accept and approve the Bid for Pest Control/Bed Bug Services. Commissioner Charette made a motion to approve the bid for Pest/Bed Bug Services and award the contract to A&D Pest Control. Seconded by Vice Chairperson, DaGamma-Therriault and passed by all.

Resolution: Section 8 Payment Standards, HVC for 2013

The following Resolution was introduced by TINA SULLIVAN, EXECUTIVE DIRECTOR, and read in full and considered.

RESOLUTION NO# 1023

After much discussion regarding the Section 8 Payment Standard, HVC, Commissioner Charette, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Burns. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

CORNELIUS FLYNN, CHAIRMAN

LUCIA DA GAMMA-TERRIAULT, VICE CHAIRPERSON

GLADYS BURNS, COMMISSIONER

PAUL CHARETTE, COMMISSIONER

The CHAIRMAN thereupon declared said motion carried and said resolution adopted.

Executive Session

Chairman Flynn requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 6:05pm. A motion was made by Commissioner Charette and second by Commissioner Burns.

Chairman, Flynn requested permission to come out of Executive Session, close and seal the minutes. A motion was made by Vice Chairwoman De Gamma Therriault to come out of Executive Session at 7:35pm and that the minutes of Executive Session remain closed and sealed. This motion was seconded by Commissioner Charette and passed by all present.

Chairman, Flynn requested permission to enter into open session at 7:38pm.

Publically announcing, that the board voted unanimously to approve the Executive Directors employment contract.

Ayes Nays

CORNELIUS FLYNN, CHAIRMAN

LUCIA DA GAMMA-TERRIAULT, VICE CHAIRWOMAN

GLADYS BURNS, COMMISSIONER

PAUL CHARETTE, COMMISSIONER

Julio Castillo, Commissioner - Absent

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Burns and seconded by Commissioner Charette to adjourn the meeting at 7:40 pm. The motion was carried by all.